

Headteacher : Miss Kate Jennings

**Job Title: Trainee Administrator – Level 3**

**Department: CYPS**

**Division: Schools**

**Responsible to: School Business Manager / Head Teacher**

**Responsible for: None**

# Job Purpose

* Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

**Key External Contacts**

* Parents / Carers

**Key Internal Contacts**

* Pupils
* Staff

**Major Tasks**, **Duties and Responsibilities**

***1 Organisation***

* Deal with complex reception / visitor etc. matters.
* Contribute to the planning, development and organisation of support service systems / procedures / policies.
* Assist with school trips / events etc.
* Supervise, train and develop staff as appropriate

***2 Administration***

* Manage manual and computerised record / information systems.
* Analyse and evaluate data / information and produce reports / information / data as required.
* Undertake typing and word-processing and complex IT based tasks.
* Provide personal, administrative and organisational support to other staff.
* Provide administrative and organisational support to the Governing Body.
* Undertake administration of complex procedures.
* Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.

***3 Resources***

* Operate relevant equipment / complex ICT packages.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Provide advice and guidance to staff, pupils and others.
* Undertake research and obtain information to inform decisions.
* Assist with procurement and sponsorship.
* Assist with marketing and promotion of the school.
* Manage administration of facilities including use of school premises.

***4 Responsibilities***

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / work / aims of the school.
* Establish constructive relationships and communicate with other agencies / professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.

**Other requirements:**

* To have an up-to-date Enhanced DBS Disclosure.
* Work experience in an administration environment (Essential)
* Customer services experience (Desirable)
* Experience of MS Office and email systems (Essential)
* Experience of MIS (Desirable)
* GCSE and Level 2 NVQ Administration (or equivalent) (Essential)